COURSE OVERVIEW PM0500
Professional Project Leader
Project Planning, Scheduling, Monitoring, Reporting & Control

Course Title
Professional Project Leader*: Project Planning, Scheduling, Monitoring, Reporting & Control*

Course Venue
Please refer to page 3

Course Reference
PM0500

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed for those incharge of project within industrial environment. It covers result oriented planning, project execution, project organizing, management of various project controls, project communications, project leadership and project acceleration techniques.

The course covers the project management; the result oriented planning; the project execution and organizing; the project control general; the project control through earned value; the critical chain project management; the project communications; the project leadership; the people control; the scope control; the project acceleration techniques; and the contractor/subcontractor control.

The course is carefully developed to reflect the best practices in the petroleum industry that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

During this interactive course, participants will learn the critical chain project management; incorporate critical chain theory in the planning process; manage multiple projects using critical chain project management; the communication requirements and linking communication requirements to stakeholders; develop a communications plan and implement and control project communications; the elements of people management, resource learning and project management; the importance of scope control and the methods in managing scope control; the project acceleration techniques, the reasons for acceleration, considerations before acceleration and implementation methods of acceleration; and the contractor/subcontractor control and managing major contractors/subcontractor.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

*   Get certified as a *"Professional Project Leader"*

*   Define leadership and identify successful leadership practices as well as the role and importance of motivation theories in effective project management

*   Identify leadership styles using instruments

*   Discuss and apply concept of situational leadership to project processes

*   Lead project teams through more effective communication

*   Describe predictable change stages and identify appropriate leadership strategies for each stage

*   Create a leadership development plan and recognize leadership and teamwork

*   Apply proper techniques and tools in managing project controls and implement professional methods in planning, organizing, executing, leading and controlling projects

*   Control project schedule, scope, objectives, budget, resources, risks, changes, materials, challenges, information, organization, expectations, contractors and subcontractors and complete your projects successfully

*   Employ result-oriented planning methods and techniques and utilize the best practice in resource leveling, project execution and project organizing

*   Practice the Earned-Value techniques in controlling your projects and solve problems related to time, cost and resources

*   Lead project teams professionally and manage project human recourses through effective communication, motivation and team building

*   Implement scope control management, project acceleration techniques and use critical chain project management methodologies

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK**®). The **H-STK**® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC***

Who Should Attend

The course provides an overview of all significant aspects and considerations of project management for those who are involved in the planning, scheduling, monitoring, reporting and control of project within the industrial environment. This includes engineers, project and team managers, leaders, project team members and business consultants.

Course Date/Venue

Session(s)	Date	Venue
1	May 25-29, 2025	Meeting Plus 9, City Centre Rotana, Doha Qatar
2	August 10-14, 2025	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt
3	September 14-18, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
4	November 09-13, 2025	Safir Meeting Room, Divan Istanbul, Turkey
5	January 18-22, 2026	Safir Meeting Room, Divan Istanbul, Turkey
6	March 29-April 02, 2026	Meeting Plus 9, City Centre Rotana, Doha Qatar
7	August 02-06, 2026	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
8	December 27-31, 2026	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt

Course Fee

Dubai & Cairo	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	**US$ 6,000** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Professional Project Leader*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

(3) Institute of Leadership & Management (ILM) Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- ILM (City & Guilds Group)

  Haward Technology is a **Recognized Provider** by ILM under the **City & Guilds Group Business**. The ILM stands for excellence in leadership and management qualifications design, development and delivery under the City & Guilds of London Institute as the award-giving body for these qualifications. ILM recognizes and approves training providers and academic institutions that deliver quality-assured training and accredited qualifications. As a Recognized Provider of ILM, Haward Technology meets the quality assurance criteria of the ILM to deliver application-based leadership and management programs that meet international standards and professional benchmarks.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the internationsal higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts** Management Skills, **Project & Construction** Management, **Project** Planning, Scheduling & Control, **Project** Management, Project Delivery & Governance Framework, **Project** Management Practices, **Project** Management Disciplines, **Project Risk** Management, **Risk** Identification Tools & Techniques, **Project** Life Cycle, **Project Stakeholder** & Governance, **Project Management** Processes, **Project Integration** Management, **Project** Management Plan, **Project Work** Monitoring & Control, **Project Scope** Management, **Project Time** Management, **Project Cost** Management, **Project Quality** Management, **Quality** Assurance, **Project Human Resource** Management, **Project Communications** Management, **Contract** Management, **Tender** Development, **Contract** Standards & Laws, **Dispute Resolution** & **Risk** Identification, Myers-Briggs Type Indicator (**MBTI**), **Organization** Development Consultation, Advanced Debriefing of **Emotional** Trauma, **Interpersonal Motivation**, **Model Based Interviewing**, **Leadership Orientation** Programme, **Coaching & Motivation**, **Creative Thinking & Problem-Solving** Techniques, **Emotional Intelligence**, **Presentation** Skills, **Communication & Interpersonal** Skills, Effective **Communication & Influencing** Skills, Effective **Business Writing Skills**, **Writing** Business Documents, **Business Writing** (Memo & Report Writing), **Leadership & Team Building**, Psychology of **Leadership**, **Interpersonal Skills & Teamwork**, **Coaching & Mentoring**, **Innovation & Creativity**, **Office Management & Administration** Skills, Controlling Your **Time & Managing Stress**, **Crisis** Management, Strategic **Human Resources** Management, **Change** Management, **Negotiation** Skills, **Strategic Planning**, **Risk** Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding **Customer** Expectations, **Corporate Governance** Best Practice, **Business Performance** Management & Improvement, Building Environment of **Trust & Commitment**, **Win-Win Negotiation** Strategies, **Quality Improvement & Resource** Optimization, Neuro Linguistic Programming (**NLP**), **Personal Resilience** Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, **Career** Management, Situation & Behaviour Analysis, Interpersonal **Motivation** Skills, **Inventory** Management and **Financial** Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Associate** in **Project Management** (**PMI-CAPM**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day

Time	Topic
0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	***Project Management Overview*** *The PMI Framework ● Project Life Cycle ● Five Steps of Project Initiation ● BOSSCARD Framework ● Project Objectives, Scope & Constraints ● Stakeholder Analysis ● Project Roles & Responsibilities ● The Responsibility Assignment Matrix ● Sign-Off Process*
0930 – 0945	*Break*
0945 – 1100	***Project Leadership*** *Define Leadership & Identify Successful Leadership Practices ● Understand Role & Importance of Motivation Theories in Effective Project Management*
1100 – 1200	***Project Leadership (cont'd)*** *Identify Leadership Styles Using Instruments ● Discuss & Apply Concept of Situational Leadership to Project Processes*
1200 – 1215	*Break*
1215 - 1420	***Leadership & Management*** *Lead Project Teams Through More Effective Communication ●Describe Predictable Change Stages ● Identify Appropriate Leadership Strategies for Each Stage ● Create a Leadership Development Plan ● Leadership & Teamwork*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

Time	Topic
0730 – 0930	***Result Oriented Planning*** *Communications Planning ● Risk Management ● Risk Management Life Cycle ● Risk Management Workshop ● Risk Response Strategies ● Sources of Change ● Scope Creep ● Change Control Processes ● Change Management Plan ● Change Control Log ● Responding to Approved Change ● Developing the WBS ● Decomposition*
0930 – 0945	*Break*
0945 – 1100	***Result Oriented Planning (cont'd)*** *The Sticky Note Technique ● Estimating Methods ● Compensation Considerations ● Dependency ● Precedence Relationships ● Networking Diagramming ● Critical Path Analysis (CPM) ● Using the Network Diagram (PERT) ● Creating the Schedule ● Resource Allocation ● Resource Leveling ● Schedule Compression*
1100 – 1230	***Project Execution & Organizing*** *Milestone & Schedule Management ● Organizing Resources ● Materials Management ● Information & Feedback Management ● Forms & Administration ● Meeting Management ● Cost Management ● Negotiation Management ● Challenges ● Activity Analysis*

1230 – 1245	*Break*
1245 – 1420	***Project Execution & Organizing (cont'd)*** *Expectations ● Stakeholder Expectations ● Project Environment ● Expectation Control Elements ● Project Manager vs. Expectation Gap ● Organizational Style ● Why do Projects Fail?*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***Project Control General*** *The Constraints Quartet ● Focus on Past & Future ● Project Meeting Tips ● Key Principles for Control ● Change Management ● The Final Project Approval Gate*
0930 – 0945	*Break*
0945 – 1100	***Project Control General (cont'd)*** *The Earned Value Schedule ● Reporting Progress ● Threshold Levels ● Quality Control*
1100 – 1230	***Project Control Through Earned Value*** *Concept & Objectives of EARNED VALUE ● Define the Three Processes Necessary for Earned Value ● Establish Actual Work to be Done ● Calculate Earned Value Indexes ● Interpretation & Control Using Earned Value ● Problems with Implementing an Earned Value Programme*
1230 – 1245	*Break*
1245 – 1420	***Critical Chain Project Management*** *Understand the Concept & Role of Critical Chain in Managing Projects ● Incorporating Critical Chain Theory in the Planning Process ● Managing Multiple Projects Using Critical Chain Project Management*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

| 0730 – 0930	***Project Communications*** *Determine Communication Requirements ● Link Communication Requirements to Stakeholders ● Develop a Communications Plan ● Implement & Control Project Communications*
0930 – 0945	*Break*
0945 – 1100	***Project Leadership*** *Define Leadership & Identify Successful Leadership Practices ● Understand Role & Importance of Motivation Theories in Effective Project Management*
1100 – 1230	***Project Leadership (cont'd)*** *Identify Leadership Styles Using Instruments ● Discuss & Apply Concept of Situational Leadership to Project Processes*
1230 – 1245	*Break*
1245 – 1420	***People Control*** *Elements of People Management ● Organizing: Cases in HR, Workshop ● Resource Leveling ● Learn Project Management*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	**Scope Control** *Importance of Scope Control* ● *Methods in Managing Scope Control* ● *Scope Control Cases – Workshop* ● *Scope Control in Construction*	
0930 – 0945	*Break*	
0945 – 1100	**Project Acceleration Techniques** *Reasons for Acceleration* ● *Considerations Before Acceleration* ● *Methods for Acceleration*	
1100 – 1230	**Contractor/Subcontractor Control** *Nominated Contractor/Subcontractors* ● *Letting a Contract/Subcontract*	
1230 – 1245	*Break*	
1245 – 1300	**Contractor/Subcontractor Control (cont'd)** *Management of Major Contractors/Subcontractors* ● *Labor Only Contractors/Subcontractors*	
1300 – 1315	**Course Conclusion**	
1315 – 1415	**COMPETENCY EXAM**	
1415 – 1430	*Presentation of Course Certificates*	
1430	*Lunch & End of Course*	

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and.

Mindview Software

Visio Software
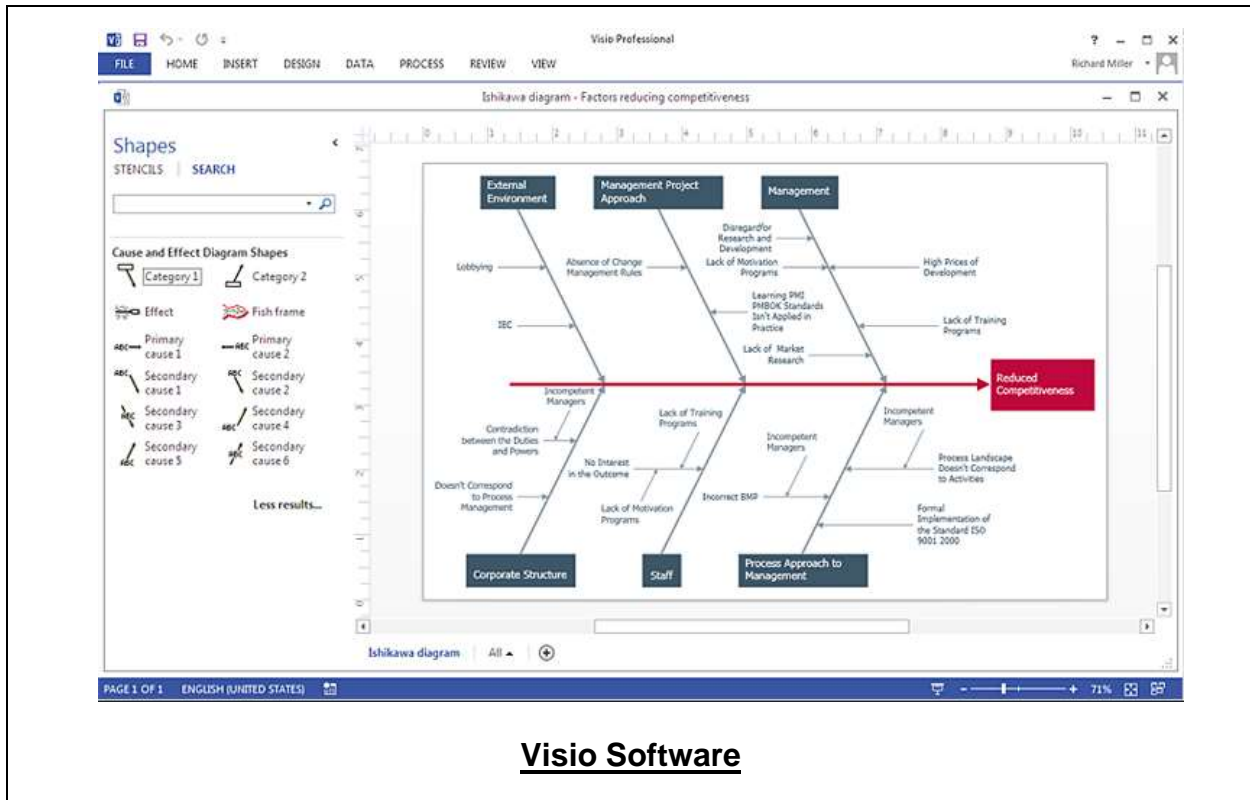
Course Coordinator
Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org